## Terms of Reference for the Solicitors’ Sub-Committee of the Association of Disabled Lawyers

1. **Purpose**

The purpose of the Solicitors’ Sub-Committee will primarily be to act as a steering group for `the activities relating to solicitors within the Association of Disabled Lawyers.

The Sub-Committee’s role will be to ensure that the views, interests, causes, and concerns of disabled solicitors are represented in the work of the Association.

**Terms of Reference**

The terms of reference of Solicitors’ Sub-Committee are:

1. To act as a steering group for activities of the Association relating to the solicitors’ profession.
2. To represent the interests of disabled solicitors.
3. To consider the issues that face disabled solicitors and identify and advocate for solutions.
4. To develop programs, events, and campaigns for the Association in the solicitors’ profession.
5. To develop relationships with solicitors’ firms, the Solicitors’ Regulatory Authority, the Law Society of England and Wales and any other solicitors’ group.
6. To grow the membership of the Association among disabled solicitors.
7. To represent the interests of the Association and its members in the solicitors’ profession.
8. To support other programs, events, and campaigns of the Association in the solicitors’ profession.
9. To consider other issues identified by the Association’s Main Committee.

# Membership

Members of the Solicitors’ Sub-Committee will be anyone:

1. whose name appears on the Roll of Solicitors held by the Law Societies of England and Wales, Northern Ireland, or Scotland;
2. who is a trainee solicitor completing their training requirements in a law firm to become a solicitor.

The Sub-Committee Chair will be the Vice-Chair (Solicitor-Related Activity).

The Sub-Committee can recommend to the Main Committee that up to two experts from other organisations are appointed members.

# Limits of Authority

Final decisions on activities and resources remain with the Main Committee.

The Solicitors’ Sub-Committee may be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

The Solicitors’ Sub-Committee will not have delegated authority to approve spend. All spending will be approved by the Main Committee.

# Meeting Schedules

The Solicitors’ Sub-Committee will meet at least quarterly. The responsibility for calling a meeting will rest with the Chair of the Sub-Committee. The Chair of the Main Committee may also call a meeting.

All admitted and trainee solicitors that are members of the Association will be encouraged to attend in order to be able to contribute effectively to the Sub-Committee.

Information, including agendas and supporting documents, will be provided at least 7 days in advance of each Sub-Committee meeting to enable members to prepare effectively.

# Reporting

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated for actions. A brief written summary will be provided to the Main Committee to ensure transparency and oversight.

Matters that require Main Committee decisions will be raised as items on the Main Committee agenda.